



**EATON COUNTY**  
invites applications for the position of:

## **Chief Deputy Clerk - District Court**

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**SALARY:** \$14.44 - \$17.19 Hourly  
\$30,034.00 - \$35,753.00 Annually

**OPENING DATE:** 12/14/12

**CLOSING DATE:** 12/28/12 11:59 PM

### **GENERAL SUMMARY:**

Under the supervision of the Court Administrator or Deputy Court Administrator, acts as a lead worker by performing a variety of the more complex tasks involved in the processing of traffic, civil and criminal cases. Provides counter service which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers and the public. Prepares a variety of court documents and enters case information to the computer system. Processes general civil, small claims and landlord/tenant cases, includes reviewing, processing and filing all documents related to such cases. Attends applicable training on information technology topics and instructs staff. Participates in the interview process for hiring and assists in the evaluations of staff.

### **MINIMUM QUALIFICATIONS:**

Must be a high school graduate, or equivalent. Prefer some coursework in data processing.

Three to Five years of progressively more responsible experience, preferably in a District Court or related legal setting.

Must be an accurate typist with a high typing proficiency.

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

#### ***Physical***

#### ***Requirements:***

*[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access various files throughout the court by climbing ladders and/or step stools and bending, crouching, stooping for the lower shelves.
- Ability to operate cash register.
- Ability to operate copying machine.

- Ability to enter and access information to the computer.
- Ability to withstand prolonged periods of sitting while entering data to the computer.
- Ability to withstand prolonged periods of standing (5 – 20 minutes) while assisting people at the counter.
- Boxing up old case files and lifting of boxes to place in storage.

**Working Conditions:**

- Works in office conditions.
- Often come in contact with very angry and verbally abusive people.
- Subjected to individuals with poor hygiene.

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Eaton County is an Equal Opportunity Employer  
 Eaton County Advises Job Applicants That It Does Not Discriminate On The Basis Of Disabled Status

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APPLICATIONS MAY BE FILED ONLINE AT: Position #136-01  
<http://www.eatoncounty.org/> CHIEF DEPUTY CLERK - DISTRICT COURT  
 1045 Independence Blvd. MS  
 Charlotte, MI 48813

[echr@eatoncounty.org](mailto:echr@eatoncounty.org)

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